



Employment Opportunity

Receptionist – Part-Time 20 hours per week

We have an opportunity to join our dynamic and dedicated team.

The opportunity:

We are looking for a positive, high-energy person to help create a welcoming atmosphere by providing first class customer service. The Receptionist is the key individual responsible for the contact between visitors and the Community Foundation. If you are customer focused and thrive in a fast paced environment this position may be for you...

Who we are looking for:

The ideal Receptionist will have:

- Superior customer service skills
- Excellent interpersonal, verbal and written communication skills
- Strong administrative and organizational skills with an attention to detail
- Commitment to excellence and process improvement
- A belief in the value that diversity, equity and inclusion brings to the workplace

What you'll do:

You will create a comfortable and welcoming atmosphere at the Community Foundation. The duties are varied and you may juggle responsibilities.

- Promotes a positive image as an ambassador for KZCF
- Opens and closes the office
- Answers and forwards the phones
- Opens and distributes the mail
- Implements ideas to enhance customer service
- Assists members of the Human Resources, Finance and other teams as necessary

What qualifications you need:

- Ability to utilize good judgment
- Associate's degree or an equivalent combination of training and experience
- Receptionist/office experience
- Experience using a variety of computer technologies and the ability to learn new programs and systems
- Ability to thrive in a fast paced, open and collaborative environment

- A love of Kalamazoo and a strong desire to make life better for all

What we offer:

- A competitive salary
- A team-oriented, performance excellence culture;
- Opportunities to grow and advance;
- Really cool office space;
- One of the 101 Best and Brightest West Michigan companies to work for

This is a part-time position (20 hours per week). We anticipate the schedule to be 2 ½ days per week. Although the receptionist will work on a set schedule, some flexibility would be appreciated.

How to apply:

All applications are only accepted through our website:

www: <http://www.kalfound.org/About/Careers/tabid/267/Default.aspx>

If you do not have access to a computer here are some resources:

Michigan Works
1601 S. Burdick Street
Kalamazoo, MI 49001
269-383-2536

Kalamazoo Public Library
315 Rose Street
Kalamazoo, MI 49007
269-553-7800

We also have a computer for your use.

The Kalamazoo Community Foundation was founded in 1925 with a gift from W.E. Upjohn, who had a vision for a better community. Today our vision is for a community where every person can reach full potential.